

Congratulations!

With your purchase of your Premium Entrance Set, you're among a group of discerning individuals who know the intrinsic value of selecting the finest—Baldwin.

Our step-by-step installation instructions will help guide you through your project quickly and easily.

Before you begin your installation, read and understand the installation instructions. If you have any questions, please do not hesitate to contact our Baldwin Consumer Help Line at 1-800-566-1986. We're here to help! We thank you for your purchase and wish you the fullest enjoyment of your Baldwin product.



Remember Baldwin

With the completion of your project, remember that Baldwin quality hardware and giftware products are available for all your decorating and remodeling needs. Matching entrance sets for exterior doors, beautiful bath accessories, and a complete selection of cabinet and door-enhancing hardware are all available from your Baldwin retailer. To request a product brochure or the name of a retailer near you, call 1-800-566-1986.



Baldwin offers a vast array of exceptional solid brass products to elegantly enhance all areas of the home. Each collection features a wide variety of beautiful, high-fashion finishes. From locking products to lighting and bath accessories, Baldwin provides the discriminating decorator with numerous options to accent and complement the home's ambience with distinction, taste, and fine detail.

Complimentary Baldwin Security Test and Rebate Offer

Be assured that your home is safe and secure with Baldwin's Security Test. To get yours free, download it at www.baldwinhardware.com/security and receive a special online rebate offer. Or write to Baldwin Hardware Corporation, P.O. Box 15048, Reading, PA 19612.



www.baldwinstyleguide.com



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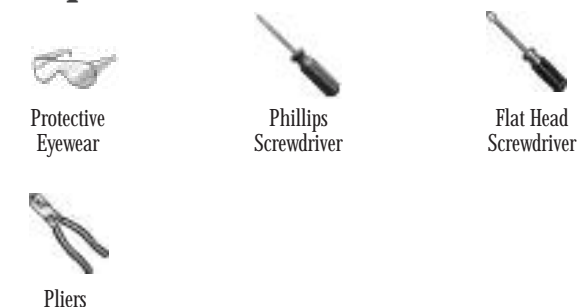
1 Before You Begin

- Follow the step-by-step sequence to ensure proper operation of your Baldwin lockset.
- We recommend spreading cardboard over the floor to prevent scratching parts or floor.
- Always wear protective eyewear.

Note: The illustrations in these instructions depict the outside handle being installed on the right of the door. For installation of the outside handle on the left of the door, proceed as if all illustrations were reversed.

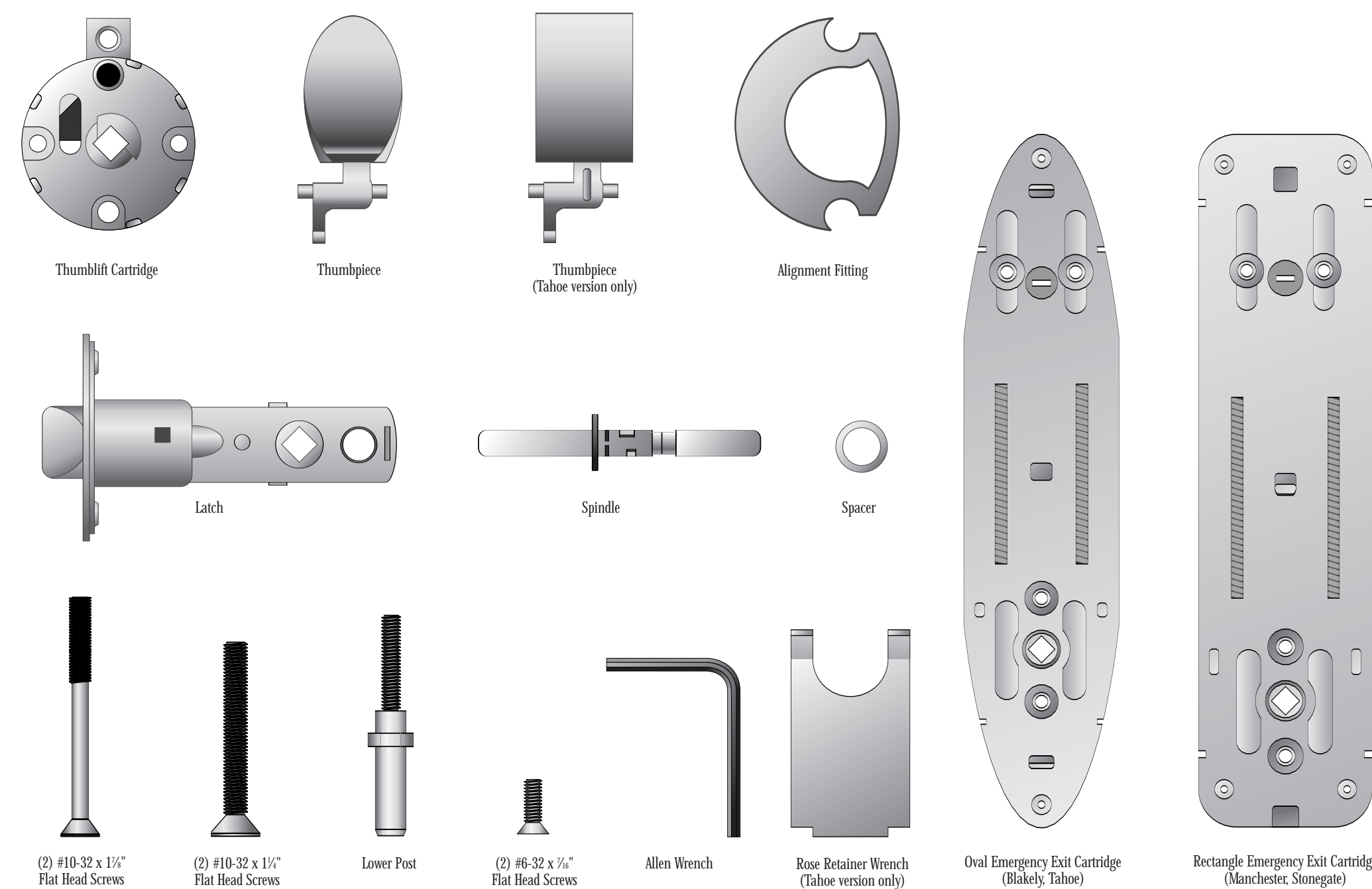
Your deadbolt can remain on the door during this conversion.

Required Tools

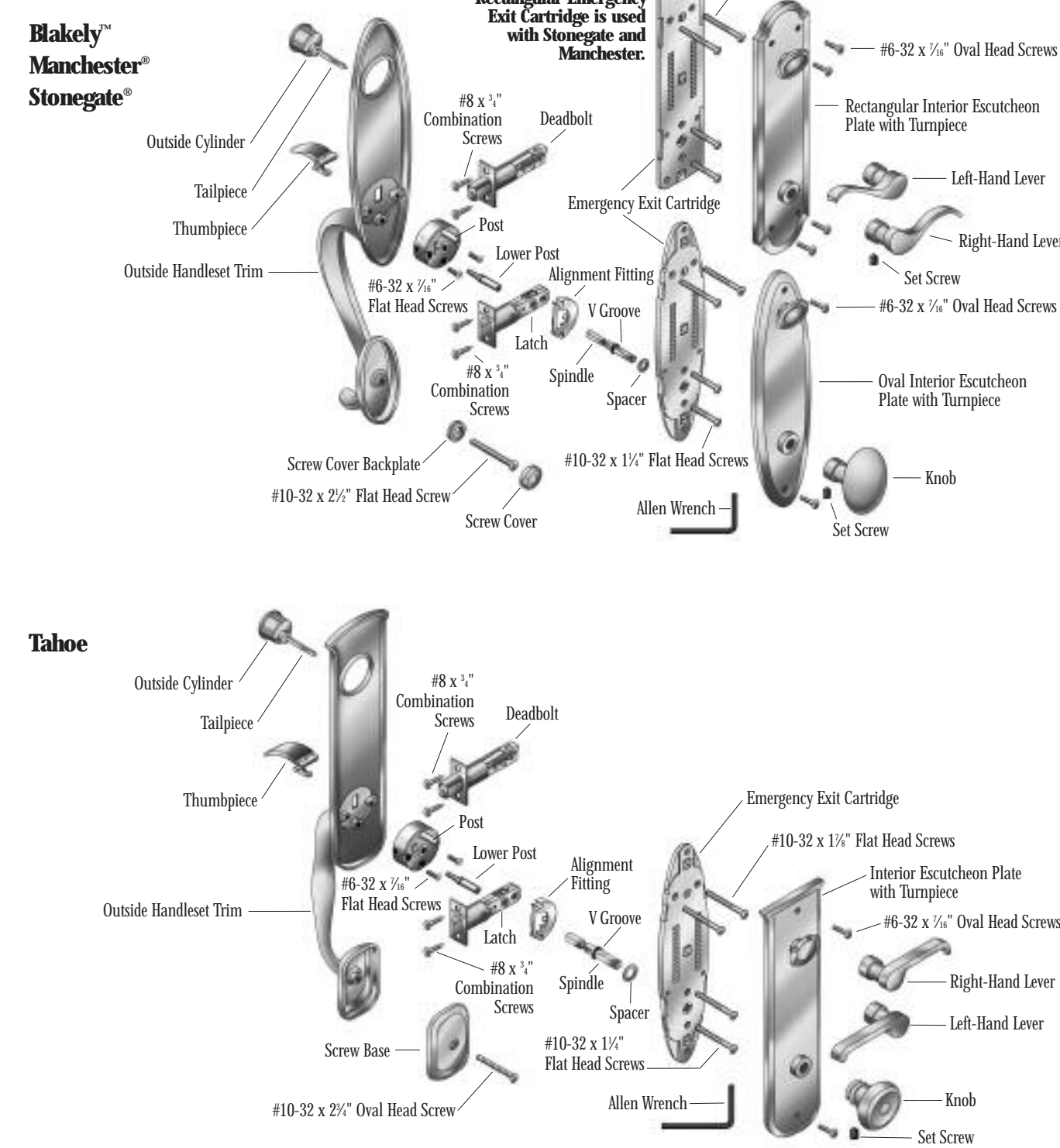


Conversion Kit Parts

Verify that you have all parts pictured below. If parts are missing, please call the Baldwin Consumer Help Line at 1-800-566-1986.



Exploded View



Troubleshooting Guide

Problem	Solution
Inside knob or lever spins freely and does not retract latch bolt.	Spindle is installed backwards. Short side of spindle must face exterior of house. Long side of the spindle is installed toward inside of house. Refer to handleset installation step 7.
Deadbolt retracts when thumbpiece on outside is pushed.	Ensure that set screw on knob or lever is installed in V groove on spindle and securely tightened with Allen wrench provided. Refer to handleset installation step 13.

Care and Maintenance

WARNING: Do not attempt to clean your hardware with any type of abrasive cleaners, solvents, or chemicals. These types of cleaning agents may mar the finish. A damp cloth is all that is necessary to wipe clean.

Note: Finish Number 102, Oil-Rubbed Bronze, can be cleaned with light machine oil and wiped with a dry cloth.

Consumer Help Line
1-800-566-1986

Hours: 6 a.m. to Midnight C.S.T.—7 days a week
If you have trouble installing your Baldwin product, feel free to call our toll-free Consumer Help Line.

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Reading, PA 19611
www.baldwinhardware.com

2 Remove Handleset from Door



- 1 Loosen the set screw using the Allen wrench provided. Remove the knob or lever from the spindle. Extend the deadbolt so the bolt head is showing.
- 2 Unscrew the 1" round screw cover from its base.
Tahoe: If you have a Tahoe design, do not remove the lower #10-32 x 2 1/2" oval head screw at this time.
- 3 Remove the screws securing the interior escutcheon plate and remove escutcheon plate. Put the escutcheon and screws to the side for reassembly later in the installation.
Note: The shape of the emergency exit cartridge may be oval or rectangular depending on the trim style you own. If the emergency exit cartridge is oval, only two screws are used to secure the trim plate versus four screws for rectangular cartridges.
- 4 Remove the upper screws from the inside of the emergency exit cartridge and pull the deadbolt cylinder out the other side.
- 5 Remove the lower screws from the emergency exit cartridge and remove the cartridge. Discard the emergency exit cartridge and the screws.
- 6 Remove the spindle and the alignment fitting and discard.



- 7a Supporting the handleset with one hand, unscrew the lower #10-32 x 2 1/2" flat head screw and remove that screw and screw cover backplate. Remove the handleset. Proceed to step 8.
- 7b Supporting the handleset with one hand, remove the lower #10-32 x 2 1/2" oval head screw and screw base.
- 8 Remove the screws securing the latch. Remove the latch and discard.

3 Replace the Thumblift Assembly

The next steps should be performed on a padded surface such as a towel or blanket to prevent damage to your handleset's finish.

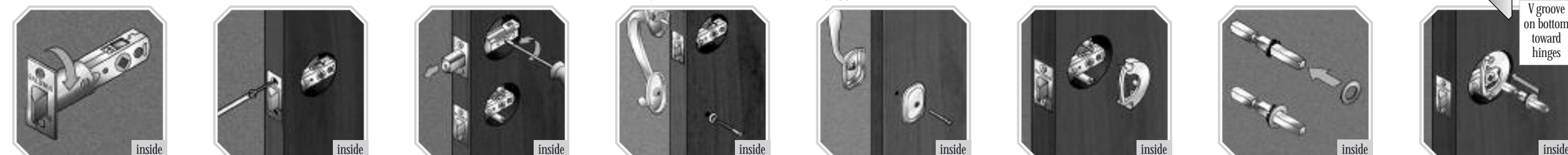


- 1 Remove the #6-32 x 1/4" flat head screws that secure the thumblift cartridge to the handleset. Discard the cartridge and the screws.
- 2 Remove the thumbpiece and discard it.
Helpful Hint: The thumbpiece cannot be pulled directly out. Instead, it must be turned from a horizontal to a vertical position and then angled to allow the lugs to fit through the slot in the handleset.
- 3 Insert the new thumbpiece into the handleset.
Helpful Hint: To insert the new thumbpiece just reverse the steps followed to remove the old thumbpiece.
- 4 Position the new thumblift cartridge against the handleset, making sure the lugs on the thumbpiece seat into the pockets in the cartridge.
- 5 Locate the new thumblift cartridge over the screw posts and secure it with the new #6-32 x 1/4" flat head screws provided. The post on the cartridge should be at the top, and the face of the cartridge should be flush with the surface of the handleset.
Caution: These screws should be "hand tightened" only — do not use a power tool!



- 6 Screw the lower post into the threaded hole at the bottom of the thumblift cartridge and tighten.

4 Handleset Installation



- 1 Your latch is shipped with a 2 1/2" backset (most common). Adjust for a 2 3/4" backset door only. For a 2 1/2" backset, grasp body and twist faceplate 180° until it stops. Angled side of bolt should face outside.
- 2 Insert latch with angled side of bolt facing the doorjamb. Secure with #8 x 1 1/2" combination screws from the original latch so the latch is flush with door.
Helpful Hint: When installing wood screws it is recommended to put beeswax or soap on screw threads to improve installation.
- 3 Extend deadbolt using flat head screw driver.
- 4a Attach handle by inserting the #10-32 x 2 1/2" flat head screw on inside of door through screw cover backplate and the lower hole. Leave screw loose for adjustment. Proceed to step 5.
- 4b Attach outside handleset trim by inserting the #10-32 x 2 1/2" oval head screw on inside of door through screw base and the lower hole. Leave screw loose for adjustment.
- 5 From inside of door, slide new alignment fitting between post and around latch.
- 6 Measure the thickness of your door. If door is less than 1 1/2" thick, do not use the spacer provided. If your door measures 1 1/2" or more, slide the spacer onto spindle.
Note: Make certain spindle is inserted through the latch to stop.
- 7 From inside of door, insert short end of spindle through alignment fitting and latch, with V groove on the long end angled down and toward hinges. Position outside handle assembly so spindle slides into square hole on thumbpiece cartridge.
- 8 Slide emergency exit cartridge onto spindle. Attach lower cartridge with two #10-32 x 1 1/4" flat head screws, but DO NOT TIGHTEN SCREWS AT THIS TIME.
- 9 Rotate deadbolt cam toward door edge using a flat head screwdriver. This will cover the mounting screw hole that is closest to door edge.
- 10 Keeping tailpiece vertical, insert cylinder tailpiece through outside handle assembly, deadbolt, and emergency exit cartridge.
- 11 From inside of door, rotate tailpiece to retract deadbolt and uncover blocked mounting hole at top of cartridge. Attach cylinder with two #10-32 x 1 1/4" flat head screws. Tighten all four screws, making certain assembly is aligned properly. Check operation of tailpiece and spindle.
- 12 With turn knob in vertical position, align the slot in back of turn knob with tailpiece and place interior escutcheon plate against door. Fasten with two (four for rectangular interior escutcheon plate) #6-32 x 1/4" oval head screws.
- 13 Pull spindle out as far as possible and depress thumbpiece. Slide knob/lever onto spindle and tighten set screw firmly into V groove with Allen wrench. Tighten #10-32 x 2 1/2" flat head screw. Attach bottom screw cover.